

**441—165.5(217) Grant application process.**

**165.5(1) *Public notice of grant availability.*** The council will announce through public notice the opening of a competitive application period. The announcement will include information on how public and private organizations may obtain a request for proposal and the deadlines for submitting requests.

**165.5(2) *Request for proposals.*** Applications for family development and self-sufficiency grants shall be distributed by the department of human rights. Applicants shall submit Form 379-4200, Request for Proposal, to the department of human rights. If a proposal does not include the information specified in the application package or if it is late, it will be disapproved. Proposals shall contain, at a minimum, the following information:

- a. Applicant identification, including general agency information.
- b. Project summary, including a statement of need, the issues the project will address, and the geographic area to be served.
- c. Project objectives.
- d. Specific project information which includes but is not limited to the following:
  - (1) Criteria for families to be served.
  - (2) The number of families to be served.
  - (3) Description of the services to be provided by the project and methodology for provision. Services may include, but are not limited to, assistance regarding job-seeking skills, family budgeting, nutrition, self-esteem, health and hygiene, child rearing, child care education preparation, and goal setting. Support systems that will be developed shall be described.
  - (4) Description of the manner in which other needs of the families will be provided. These services may include, but are not limited to, day care assistance, transportation, substance abuse treatment, support group counseling, food, clothing, and housing.
  - (5) Description of community support for the program, which may include letters of support.
  - (6) Description of the manner in which community resources will be made available to families being served and to meet their subsequent needs.
- e. Description of the training and recruitment of the staff providing services and the appropriateness of same.
- f. Designation of the evaluation and audit mechanisms.
- g. Assurances that families referred by the department will be served.
- h. Project budget.
- i. Plan for evaluation of project.

**165.5(3) *Submission process.*** All applicants shall submit proposals in accordance with instructions in the request for proposal distributed by the department of human rights. The minimum number of copies of the completed application form, as defined in the request for proposal, shall be submitted to the Bureau of Community Services, Iowa Department of Human Rights, First Floor, Lucas State Office Building, Des Moines, Iowa 50319.

In order to be included in the review process and considered for possible funding, applications shall be postmarked by midnight the date applications are due or delivered to the bureau of community services during regular business hours anytime prior to the deadline.